

# Southampton Dance Competition Risk Assessment

Work/Activity:		
<p>Event Date: 10th February 2024            Event Location: Places Leisure Eastleigh, S050 9NL            Event Time: 8:30-18:30 (06:30 am - 21:00 set up/clean up)  <b>For the purpose of this event, the event organiser will be: Evelyn Stephenson-Oliver</b>  <b>In their absence this role will be taken by: Aimee Whittaker &amp; Sommor Cook</b></p>		
Department/Club: Union Southampton Dance	Assessor(s): Evelyn Stephenson-Oliver	Contact: <a href="mailto:susupacomp@gmail.com">susupacomp@gmail.com</a> <a href="mailto:eso1g21@soton.ac.uk">eso1g21@soton.ac.uk</a> - Evelyn Stephenson-Oliver
Guidance/standards/Reference documents:	Competence requirements:	
<ul style="list-style-type: none"> <li><a href="http://www.hse.gov.uk/Risk/faq.htm">http://www.hse.gov.uk/Risk/faq.htm</a></li> <li><a href="https://sotonac.sharepoint.com/teams/HealthSafetyRisk/SitePages/Events.aspx?CT=1638819419997&amp;OR=OWA-NT&amp;CID=fec3a8be-737e-8a9e-f11c-8b2a91fd3dee">https://sotonac.sharepoint.com/teams/HealthSafetyRisk/SitePages/Events.aspx?CT=1638819419997&amp;OR=OWA-NT&amp;CID=fec3a8be-737e-8a9e-f11c-8b2a91fd3dee</a></li> </ul>	Role: Competition Officer & Dance Representative  Evelyn Stephenson-Oliver (main responsible for health and safety event)	Skills, experience or qualifications  I have many years of dance experience and teaching. Been heavily involved in dance throughout university and prior. I also helped when setting up the event last year.
Other Committee members who have responsibility over event		

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<b>Aimee Whittaker (Dance Representative)</b> <b>Sommer Cook (Squads Coordinator)</b> <b>Amelia Stratton (Welfare Officer)</b> <b>Trinity Harrigan-Brown (Publicity Officer)</b> <b>Darcey Curran (Social Sec)</b> <b>Meagan Iu (Pure Dance Secretary)</b>  <b>First aiders at event : To be named prior</b>		
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Activity	Hazard	Persons at risk	Severity	Likelihood	Rating	Observations/control measures	Action by	Residual rating
At risk audience members	-children and young people -vulnerable adults	-dancers -children and young people -other audience members -vulnerable adults	1	1	1	-management of audience members is the responsibility of the dance committee. -to ensure all children and vulnerable adults are to be accompanied by a guardian at all time -to be announced during health and safety speech at beginning of day	-Dance Committee	N/A
The nature of the site	-slips, trips and falls -damage to site -injury -rubbish -foot injury travelling between buildings	-audience members -dancers	1	2	2	-carpeting on sports hall floor must be laid correctly under seating. This is the responsibility of the dance committee members on the night before the event. To comply with Sports and Wellbeing guidance -Dance flooring must be laid safely before the event and tested to ensure it is securely laid.. Sheets must be taped together. This is the responsibility of the dance committee.	-dance committee - Headed by Evelyn Stephenson-Oliver	N/A

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						<p>-Seating must be put out on the night before the event with enough space to allow movement from audience members. This will be the responsibility of the committee. To comply with Sports and Well-being guidelines.</p> <p>-To make sure rubbish is well maintained bin bags will be provided to each Universities space and near audience members. It will be their responsibility to ensure their area is maintained. To be mentioned in the health and safety briefing.</p> <p>-shoes will be worn by those travelling between changing rooms and the sports hall</p>		
General fire safety	<ul style="list-style-type: none"> <li>-injury</li> <li>-material damage</li> <li>-panic</li> <li>-smoke inhalation</li> </ul>	<ul style="list-style-type: none"> <li>-audience members</li> <li>-dancers</li> </ul>	3	1	3	<p>-The importance of maintaining clear fire exits at all times will be stressed continuously by committee members. All committee members will oversee that all fire exits will be kept clear.. It will also be stressed in the health and safety briefing at the beginning of the event.</p> <p>-Fire exits will be stressed in the health and safety speech. This includes the location of exits, belongings and meeting points</p> <p>-Fire assembly point will be made clear in the safety briefing at the start of the day</p> <p>-Procedures will follow the Sports and Wellbeing policy on fire safety.</p> <p>-Any fire risk will be dealt with appropriately and will comply with the Sports and Wellbeing policy on fire safety.</p>	<p>-dance committee headed by Evelyn Stephenson-Oliver</p>	LOW

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Setting up and dismantling the event	-injury -fatigue	-dance committee -volunteers to set up and dismantle event	1	1	1	<ul style="list-style-type: none"> <li>-Evelyn Stephenson-Oliver will ensure that setting up and dismantling carpeting and chairs will comply with health and safety regulations and policy set by sports and wellbeing. Including policy on manual handling.</li> <li>-This also covers the setting up of the dance flooring which will be overseen by experienced members of committee such as Evelyn Stephenson-Oliver and Aimee Whittaker</li> <li>-Many volunteers will help to set up and dismantle the event, therefore those participating will not become fatigued.</li> </ul>	-Evelyn Stephenson-Oliver -Dance committee	N/A
Dance	-injury -slips, trips and falls	-dancers	2	2	4	<ul style="list-style-type: none"> <li>-Designated first aiders will be on site if needed.</li> <li>-To have a first aid bag including ice packs</li> <li>- Small injuries are more likely due to the nature of the sport however can be dealt with on site.</li> <li>- Advised to warm up properly</li> </ul>	-Evelyn Stephenson-Oliver and committee -first aiders at venue	MODERATE but managed by first aiders

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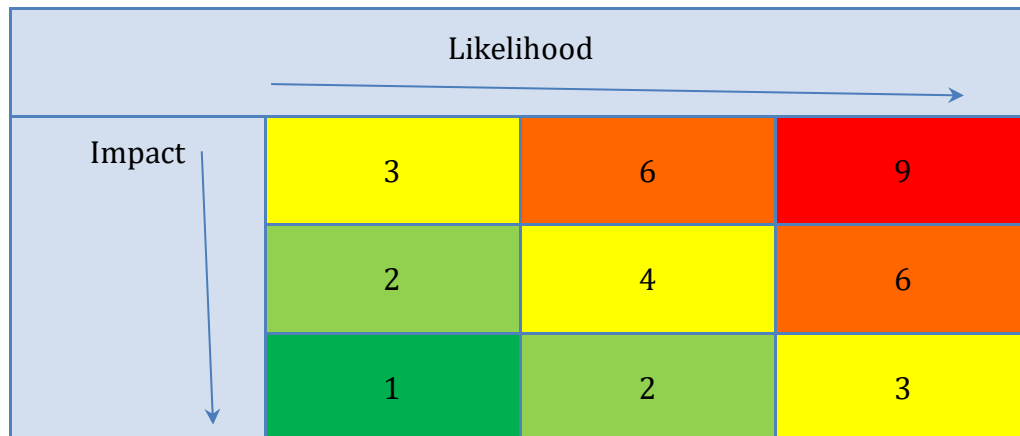
						<p>- If accidents do happen to either dancers or spectators it is essential that appropriate first aid is administered correctly and quickly</p> <p>1) All first aid requirements will be managed by our on site first aiders, or in extreme cases by ambulance.                  2) A First Aid Report form will be completed for all injuries and incidents by Sports and Wellbeing.                  3) On discovery of an injury at the event, that activity will stop, an assessment made and cause determined before a decision is made whether or not the activity can continue.</p> <p>- Jewellery must not be worn by dancers                  - Suitable clothing and footwear must be worn for dancers – this is the responsibility of the representative for each University                  - Injury from others – limit of 20 people on the dance floor at one time. This is done to allow dancers to ensure enough space.                  -Obstacles on dance floor – ensure dance floor is clear before each dance – responsibility of presenters.</p>		
Equipment	-Electrical fault/shock -Fire	-All	3	1	3	-StageSoc to provide sound board and mics (if not provided by sports and wellbeing) -to adhered to safety requirements from StageSoc and Sports and Wellbeing	-Sport and welling -StageSoc - Overseen by Evelyn	LOW

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	-Fall risk of speakers -Trips over wires					-safety of speakers –sports and wellbeing to ensure speakers are PAT tested Sound board covered by StageSoc risk assessment. -any loose wire to be taped down so they are not a hazard for trips and falls	Stephenso n-Oliver & committee	
Facilities	- Insufficient facilities -Poor hygiene	-All	1	1	1	-responsibility of everyone to keep facilities clean including toilets and to report any failing of this – to be said in health and safety briefing -Responsibility of runners to not allow too many people into toilets and report any issues. -Committee to add signage around the venue pointing out key locations.  -Parking for visiting coaches in car park (to be allocated by Places Leisure). - Owners are responsible for their own cars	-Evelyn and committee	N/A
	Parking		1	1	1			
Breaks	Exhaustion / fatigue -Hunger/ thirst -Injury		2	1	2	-Regular breaks throughout the day to ensure rest. Approx 5 min break in between each dance category. - Signage to water fountains, as well as food and drink available from cafe. - All Universities have been asked to bring plenty of food and water in information pack they received  -To be explained in health and safety talk	-Evelyn and committee -individual universities	N/A

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Security	-Theft -Violence -Material damage - Unauthorised access		1	1	1	Performers and spectators to be reminded to keep all valuables on them, or in a secure location, at all times. They are responsible for own property	-Evelyn & rest of committee	N/A
			3	1	3	All attendees (spectators & dancers) to be given wristbands on arrival to allow entry into and out of the event. This will be policed by runners and anyone without a wristband will be denied entry. Tickets have to be brought before the event to get a wristband in the first place		



Likelihood

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Level	Description
High (3)	Will probably occur in most circumstances
Medium (2)	Might occur at some time
Low (1)	May occur only in exceptional circumstances

## Impact

Level	Description
High (3)	Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support.
Medium (2)	Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months.
Low (1)	Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days.



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